

## **SUMMARY MINUTES**

### **DOI Safety & Occupational Health Council Meeting May 24-25, 2005**

#### **Main Interior Building, Washington, DC**

**1. ATTENDEES:** Dick Powell, NPS; Bob Garbe, OHS; Ron Armour, BIA; Bill Bass, OSM; Bill Miller, USGS; Sandy Guches, BLM; Staci Adkins, MMS; OHS; Mary Parkinson, FWS, Carl Mesick, OS.

#### **2. FY 07 DASHO Initiatives:**

The Safety Council brainstormed, discussed and voted on new initiatives for the FY07 budget cycle. Bob Brown, MMS DASHO and member of the Working Capital Fund Consortium, volunteered to help with the overall justification for this effort and to serve as an advocate. Additionally, an increase to the OHS office base funding is also being proposed to cover routine SMIS costs that have necessitated DASHO initiative funding.

The Initiative criteria were reviewed. It was stressed that the Initiatives need to relate to the goals and objectives of the Strategic Plan. The final list follows:

#### **Potential FY 07 DASHO Initiatives.**

1. Formal Bureau Evaluations. This initiative would support the development of current, up-to-date criteria for the 485 DM 5-required Department level evaluation of Bureau Occupational Safety and Health programs, and provide funding for these evaluations in the form of contract support for the pilot evaluations of several bureaus to perfect and test the efficacy of the evaluation program. Strategic Plan Area 4: Accountability and Improvement
2. Training Initiatives.
  - a. Core Competency Training Program (2<sup>nd</sup> year). Follow-on training program for Safety Professionals and CDSO's for formal mastery of the whole spectrum of safety program development and implementation. Designed as a partnership with a Specialist Educational Institution, this initiative would continue the development of specific distance learning and on site training to meet established core competencies and to fund such training across the bureaus. Strategic Plan Area 3: Resourcing
  - b. Supervisory / Employee Training. This is an initiative to review current training programs across the bureaus and at the DOIU to refresh the training programs, find new methods of training delivery that can be shared across the bureaus and to support the availability of the training by a balanced mix of Classroom, Seminar and Distance Learning venue's. Strategic Plan Area 3: Resourcing
  - c. Intern Training Program. This initiative will develop a specific DOI training program for bringing Interns into the DOI Safety and Health program. With an

aging professional workforce in the Safety and Health profession, DOI needs innovative way to attract and retain promising young talent to replenish Safety and Health staff which are being depleted by retirements. Strategic Plan Area 3: Resourcing

- d. Driving Safety Training. This initiative would evaluate existing driving safety training in order to tailor approaches to driving safety for the unique DOI environment. While standardized motor vehicle training is one of the focuses of driving improvement and packages are available, the DOI workforce uses a wide variety of motorized conveyances in a variety of conditions. This training initiative would expand the driving training program to include off-road, 4 wheel drive, and ATV training modules to create a specialized training program for DOI employees. Strategic Plan Area 2: Identification and Abatement
  - e. Firearms Training for Non-Law Enforcement Use. This initiative will create the instructor training and student course materials to support the proposed DM 485 chapter on Non-Law Enforcement use of firearms. Strategic Plan Area 2: Identification and Abatement
  - f. Serious Accident Investigation Training. This initiative would update the current DOI course materials and approach in the investigation of serious Accidents. Using existing bureau approaches to this subject that have been developed since the outdated DOI 485 DM chapter and the course materials, this initiative would revamp the SAIT approach and develop the consolidated training curriculum and course materials for department-wide training, including the exploration of distance learning approaches. Strategic Plan Area 2: Identification and Abatement
  - g. Automated Safety Inspection Process Design. This initiative will provide for the pilot testing of software and hardware for use in automating the recording of safety deficiencies identified during workplace inspections conducted by safety professionals.. An expected outcome is that the site supervisor will be provided a written summary of inspection findings and recommended corrective actions prior to the safety professional concluding the on-site inspection. Another expected outcome is time savings by the safety professional in the report writing phase of the inspection process. Strategic Plan Area 2: Identification and Abatement
3. Medical Monitoring and Hearing Conservation. This initiative will look at collecting monitoring information on hazardous chemical and noise exposures in a variety of similar exposure situations Department-wide and design rigorous medical monitoring approaches consistent with the collected data. Strategic Plan Area 2: Identification and Abatement
  4. Performance Metrics. This initiative would review the current performance metrics, Share goals and other statistical analysis information and develop revised DOI performance measurement approaches. The initiative would then provide automated bureau specific tools for reporting these metrics out of the Safety Management Information System. Strategic Plan Area 4: Accountability and Improvement
  5. Safety Week. This initiative would develop new marketing, toolbox and other resources to provide support across DOI field locations in support of excellence during safety week programs, using this one time of the year opportunity to build safety emphasis throughout the year. Strategic Plan Area 5: Communications.

### **3. Meeting with DOI DASHO – Kathleen Wheeler.**

Kathleen Wheeler joined the Safety Council for discussion on several topics that included:

**Budget** -- support of the budget proposition for FY07 to increase the base funding for SMIS to cover a help desk contract and to provide lifecycle hardware and software replacement costs, and an increase in the DASHO Initiative funding to \$600K annually.

**Safety Awards** – plans to present the FY05 Departmental Safety Awards by Lynn Scarlett during a July 4<sup>th</sup> presentation is being considered.

**Quarterly Bureau Meetings** – Kathleen explained the current quarterly bureau Deputy Directors meeting process, and invited the bureaus' input on these safety topics and encouraged the safety managers to focus on bureau best practices and notable achievements.

**DASHO/Council Interaction.** This discussion centered on how best the Safety Council could interface with the DOI DASHO and DASHO Council. One of the central challenges facing the DASHO Council as well as the safety program overall is how to keep safety at the forefront of employees and management throughout the year.

**DOI DASHO Meeting with Bureau DASHOs** – Kathleen expressed the willingness to meet with each individual Bureau DASHO to discuss safety issues and programs specific to the individual bureau. Safety managers can take the lead to setup these meetings.

**4. SMIS Update.** The redesign of SMIS to incorporate the OSHA 300 reporting are proving to be extensive and will change the appearance and function of the Supervisor's and Safety Manager's modules. Once the changes are far enough along to be evaluated, OHS will begin the formal beta testing process with representatives from each bureau. The SMIS administrator selection process is nearing completion with telephone interviews of the top candidates with Kathleen Wheeler this week

**5. Seminar Update.** At the request of the DASHO Council, a final reexamination of the seminar location was performed by OHS staff. The results of this study were distributed to Safety Council members and the final location of San Diego was confirmed. Harrison Daniel, OHS, who is the lead for the Seminar team, has begun the seminar preparation process.

**6. Emergent Issue – Profile of Safety Workforce.** Each bureau is to collect workforce profile information, for a department wide dataset that can be used for the examination of issues relating to safety staffing and competency issues. The following data collection areas are desired.

#### **Workforce Profile by Bureau's**

- # of Professional by Series and Grade
- # of CDSOs
- # training and qualifications
- # Demographics – Age/retirement status and Location
- # Trends for future
- # Current vacancies
- # Contractor Support

The continued serious erosion of time available for safety duties in both the professional and collateral safety ranks was expressed by members. This dilution of duties can reach up to 30-

40% of the safety professional's time and includes programs such as Environmental Management (EMS), Continuity of Operations (COOP), Tort Claims, OWCP and Emergency Response.

**7. DASHO Council Agenda.** Proposed items in general order of importance for joint Council/DASHO actions are:

- Core Competency
- Seminar
- Revisions to 485 DM
- Resources for Safety
- Program Metrics
- State of the Program
- Base Funding Structure for OHS

**8. Quarterly Bureau Deputy Director Meetings.** The Safety Council discussed how to best influence and impact the subject of the safety part of the bureau quarterly. Effective areas include:

- Safety and Health in Performance Plans as required by OSHA
- Safety and Health Award Processes
- What Best Practices in Safety can the bureaus share.

**9. Core Competencies.** Bill Miller provided handouts on chapter 11 and 28 of the DM with draft revisions for the inclusion of core competency requirements. This material, after finalization, should be sent to Michelle Chavez for review. Comments are due to Bill Miller by June 3<sup>rd</sup> after which the subcommittee will work on the curriculum.

**10. DM 485 Revision.** Chapter 11, 28 and Firearms are currently being revised. The Council discussed how to engage in a systematic review of the DM given the extremely limited resources available. It was decided to begin to work on a schedule for working on the first 8 chapters initially and gradually move to the other chapters. OHS will post the current DM revision on SafetyNet so it can be easily accessed for review. No resources are available to contract out this effort to facilitate the review process and provide editorial services.

**11. Serious Accident Investigations.** The Council discussed Chapter 7 of the DM on serious accident investigations. NPS volunteered to review and revise this chapter for Council consideration since NPS is currently rewriting their guidance.

**12. DOIU Training update.** Bob Veldkamp presented an update on the DOIU online training initiative, including ongoing efforts to complete the DOI/OSHA 6000 modules and the performance problems various DOI users were experiencing. Performance issues with the existing online applications were also discussed, and options such as moving the modules to an alternate server location such as the Office of Aviation Management facility in Boise, ID. Bob Veldkamp explained the new Learning Management System (LMS) which will encompass all of the DOIU learning courses in an Enterprise Management solution

**Next Meeting.** July 12-13, OHS Safety Office, Denver, CO.